

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

SECRETARY OF THE SENATE

17 SEP 21 PM 4:20

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Malaria No More

Travel date(s): August 26, 2017 - September 1, 2017

Name of accompanying family member (if any): - None -

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	International Flights: \$6060 Internal Flights: \$516 Taxi Van: \$42	Lusaka: Latitude 15 - \$190 Radisson Blu -	Lusaka: \$40 Chipata: \$25 Mfuwe: \$50	Bottled Waters/Sodas/ Sunscreen/Snacks: \$10 (total for entire trip)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See post-trip itinerary, which includes this requested information.

9/21/17
(Date)

Jacqueline Thomas
(Printed name of traveler)

Jacqueline Thomas
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/21/17
(Date)

Chris Coons
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jacqueline Thomas

Employing Office/Committee: Senator Chris Coons

Private Sponsor(s) (list all): Malaria No More

Travel date(s): August 26-September 1, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Zambia

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Legislative Assistant handling global health in Sen. Coons' office, this trip will give me a better understanding of how U.S. investment in key programs is working on the ground and will better inform Sen. Coons' work on SFRC and the Approps Committee.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

July 19, 2017

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Sen. Chris Coons

Jacqueline Thomas

I, _____ hereby authorize _____

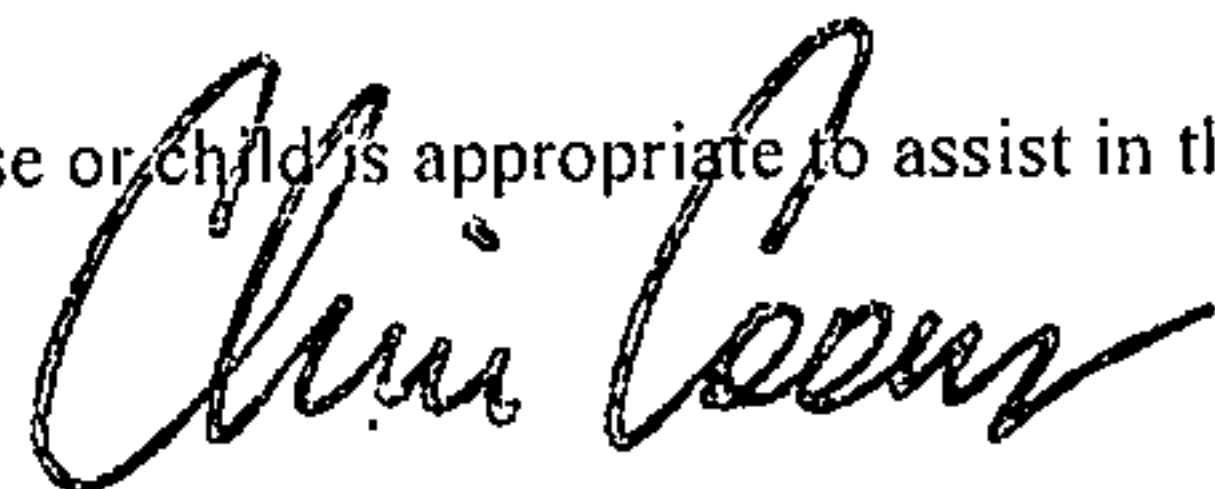
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

July 19, 2017

(Date)



(Signature of Supervising Senator/Officer)

malaria NO MORE

June 26, 2017

Ms. Jacqueline Thomas
Legislative Assistant
Office of U.S. Senator Chris Coons
127A Russell Senate Office Building
Washington, D.C. 20510

Dear Ms. Thomas,

Given your congressional oversight role, Malaria No More would like to invite you on a staff delegation trip to Zambia August 26 – September 1, 2017 to witness firsthand the U.S. government's malaria prevention, control and elimination efforts as well as to examine the broader state of development and health, progress made, and challenges that remain in Zambia.

Critical investments made by the President's Malaria Initiative (PMI) and the Global Fund to Fight AIDS, Tuberculosis and Malaria, leading to tremendous progress in the fight against malaria around the world. The World Health Organization estimates that there have been 1.3 billion fewer malaria cases and 6.8 million lives have been saved since 2000. Among the population most vulnerable to malaria, children under the age of 5, there has been an historic 69 percent decline in the rate of child deaths from malaria in Africa. Overall, malaria deaths have reached an all-time low of 429,000 people in 2015 and African Leaders have set a target of 2030 for eliminating malaria from the continent.

Zambia has been a PMI focus country since 2007 and has seen significant results from their malaria prevention and treatment efforts. Between 2010 and 2015, the number of reported malaria deaths declined by 65%. A significant financial contributor to their fight against malaria, the Zambia government has set an ambitious goal of creating a "malaria-free Zambia" as part of their National Malaria Strategic Plan (NMSP), despite 90% of the Zambian population currently at risk of contracting malaria.

Thanks to bipartisan support in Congress, leadership across Administrations, support and resources from faith communities and the private sector, the United States is leading the world and has achieved outstanding success in fighting malaria. During this trip, staff will have an opportunity to engage with a variety of U.S. government officials from PMI, the Department of State, the U.S. Agency for International Development, and the Centers for Disease Control and Prevention. We will also engage directly with foreign government officials, public health experts and other key stakeholders as we examine the malaria landscape in the broader health and development context in Zambia.

We hope that you will consider joining us. Please contact Heidi Ross (Heidi.Ross@malarianomore.org) or Kara Saleeby (Kara.Saleeby@malarianomore.org) at Malaria No More for additional information.

Thank you,

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A handwritten signature in black ink, appearing to read 'Joshua Blumenfeld', is positioned above the printed name.

Joshua Blumenfeld
Managing Director

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Malaria No More Fund (MNM)
2. Description of the trip: Fact finding mission to witness firsthand the U.S. government's efforts to combat vector borne diseases like malaria and other key global health and development challenges in Zambia.
3. Dates of travel: August 26- September 1, 2017
4. Place of travel: Lusaka, Mfuwe and Chipata, Zambia
5. Name and title of Senate invitees: See attached
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

MNM is sole sponsor responsible and paying for 100% of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

MNM is a 501C(3) organization committed to ending deaths from malaria. The purpose of this trip is

to demonstrate how USG is playing the leading role to help end deaths by this disease.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

MNM's first congressional trip took place in November 2012 to Tanzania. In August 2014, MNM took staff

to Senegal and Switzerland. In 2015, MNM took staff to Thailand and Myanmar and in 2016 went to

Thailand and Cambodia. In May 2017, MNM took Senate staff to Haiti.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

MNM hosts briefings on malaria and wider health issues on Capitol Hill quarterly.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Flights: international flight \$6060 In country flights: \$466 Taxi/vans:\$130	Hotels in Lusaka: \$190 - Latitude 15 \$190 - Radisson Blu Mfuwe: \$115 Chipata: \$95	\$50 in Lusaka \$50 in Chipata and \$50 Mfuwe	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves meetings that are arranged with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Between 2000 and 2015, malaria deaths have declined by 65% due to USG investments and the commitment of the Zambian government. Staff will see first hand the impact of USG funds.

19. Name and location of hotel or other lodging facility:

Lusaka: Radisson Blu: 19029 Great East; Latitude 15: 35F Leopards Lane, Lusaka;

Mfuwe: Mfuwe Lodge; Chipata: Plot 3126 Great East Road, Chipata 10101

20. Reason(s) for selecting hotel or other lodging facility:

Latitude 15 and Raddison Blue were recommended by Embassy due to location and safety.

Hotels in Chipata and Mfuwe were also recommended by Embassy for safety and due to proximity to site visits in the field.

See attached

The international tickets are in business due to the time and length of travel (nearly 24 hours). Flights in Zambia are in economy.

None

Signature of Travel Sponsor:

Name and Title: Joshua Blumenfeld, Managing Director of Global Policy and Advocacy

Name of Organization: Malaria No More Fund

Address: 1301 Connecticut Avenue, NW, Suite 502, Washington DC, 20036

Telephone Number: 202-412-7709

Fax Number:

E-mail Address: jblumenfeld@malariaanomore.org

Private Sponsor Travel Form Appendix

Question 21: Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Sunday, August 27th

The lodging rate at Latitude 15 in Lusaka is at per diem at \$190 a night and our meals are estimated at \$50 (\$240 total per diem). We are estimated to be significantly under the maximum per diem rate of \$285 in Lusaka on Monday, August 27.

Monday, August 28th

We are \$20 over the lodging per diem rate at the Mfuwe Lodge with our price of \$115 a night.

The total cost charged by Mfuwe Lodge is \$265 a night; but this rate includes two meals and two airport transport. When broken down to account for meals and lodging, the itemized costs include: \$50 for meals (\$25 for dinner on 8/28/17 and \$25 for breakfast on 8/29/17) and \$100 in airport transfers (\$50 each way), leaving the actual lodging per diem rate at \$115. Our meals on Monday, August 28th are estimated to be \$50.

Therefore, our total per diem on Monday, August 28, will be \$165, which is \$10 below the maximum per diem rate of \$175.

Tuesday, August 29th

Protea Hotel Chipata is \$95 a night for lodging which is equal to the max government lodging per diem. Our meals on Tuesday, August 29th are projected to be \$50, making our total per diem \$145, which is below the maximum per diem of \$175.

Wednesday, August 30th

The rate at the Raddison Blu is \$190, which is the maximum government lodging rate. Our meals on Wednesday, August 30th are projected to be \$50, making our total per diem \$240, which is below the maximum per diem of \$285.

Government Per Diem Rates for Zambia:

Source:

https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1250

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ZAMBIA	Livingstone	01/01	12/31	236	103	339	N/A	03/01/2011
ZAMBIA	Lusaka	01/01	12/31	190	95	285	N/A	03/01/2011
ZAMBIA	Other	01/01	12/31	95	80	175	N/A	03/01/2011